

Create MCC Documents

Technical Guidelines for Producing Documents

This Procedure provides technical information and describes the required and optional elements for the primary *interior* page types used in MCC document production.

For technical information about MCC document cover pages, see *Creating MCC Document Cover Pages*.

Document Structure and Page Types

All MCC documents are comprised of 4 sections. These sections, while transparent to the reader, are necessary to bring an underlying sense of structure and order to the document. See MCC's *Standards for Corporate Marking and Branding* for detailed explanations of each document section.

The following list illustrates the page types for each section of a document:

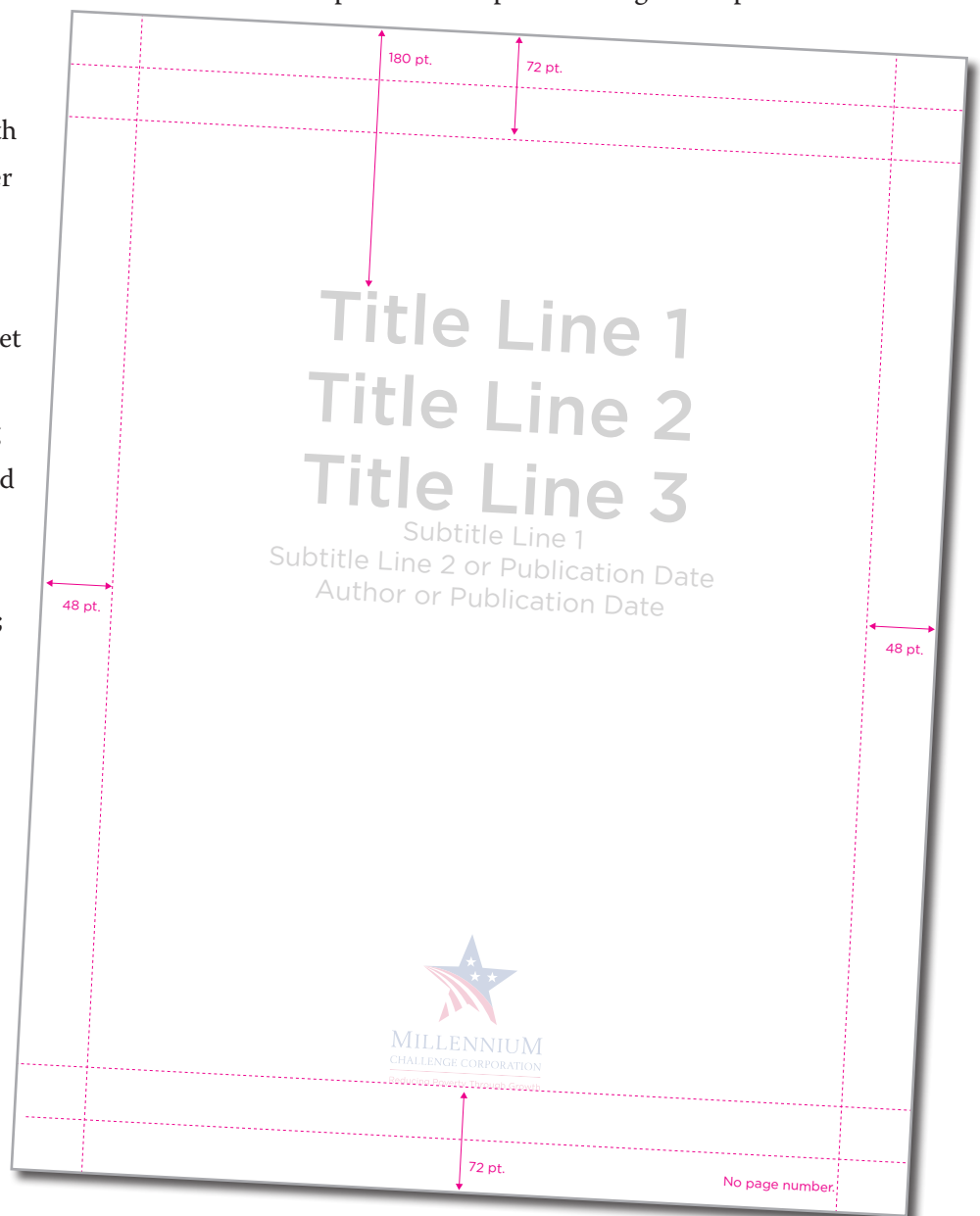
- ★ Front Cover: see the *Creating MCC Document Cover Pages* procedure.
- ★ Front Matter
 - * Inside Cover page
 - * About the Cover page
 - * Table of Contents page
 - * Table of Charts or Table of Figures pages
- ★ Content
 - * Chapter Cover page
 - * Regular margin pages
 - * Wide margin pages
- ★ Back Cover: see the *Creating MCC Document Cover Pages* procedure.

Front Matter

Inside Cover page

The interior cover page has 5 primary elements, listed alphabetically:

- ★ *No Image (required)*: The cover page must not contain any imagery beyond the MCC signature;
- ★ *MCC Signature (required)*: The full-color MCC logo signature (108 points by 108 points) with the “Reducing Poverty Through Growth” tagline horizontally centered placed 72 points from the bottom edge of the page;
- ★ *Subtitle (optional)*: a subtitle set in Gotham Book at 18 point on 21.6 point leading in 100 percent black horizontally centered immediately below the title; maximum of two lines with one line available for either the author or publication date;
- ★ *Title (required)*: The title set in Gotham Medium at 48 points on 56 point leading in 100 percent black placed exactly 180 points from the top edge of the page and centered horizontally; maximum three lines;
- ★ *Margins (required)*:
 - * Left and Right margins: 48 points
 - * Top and Bottom margins: 72 points



“About the Cover” page

The About the Cover page has 5 primary elements, listed alphabetically:

- ★ *Content (required)*: the content elements on this page should only provide context and explanation for the cover image. No other content should appear on this page.
 - * *Title*: The header for this page must be “About the Cover.”
Apply the **Heading 1** paragraph style
 - * *Text*: Apply the **Normal** paragraph style
- ★ *Footer (required)*
 - * *Document Title and Date*: The document title and date is set in Warnock Pro Caption at 7.2 point on 10.8 point leading with 0 point tracking, placed 48 points from the inside edge of the page and 36 points from the bottom of the page.
 - * *Page Number*: The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 48 points from the outside edge of the page and 36 points from the bottom of the page.
- ★ *Header (required)*: “Millennium Challenge Corporation” set in Berling Small Capitals at 10 point on 12 point leading with 150 point tracking, placed 36 points from the top of the page and 48 points from the outer margin of the page.
- ★ *Images (required)*: No images are to appear on this page.
- ★ *Margins (required)*:
 - * Left and Right margins: 48 points
 - * Top and Bottom margins: 72 points

The following page shows a sample “About the Cover” page.

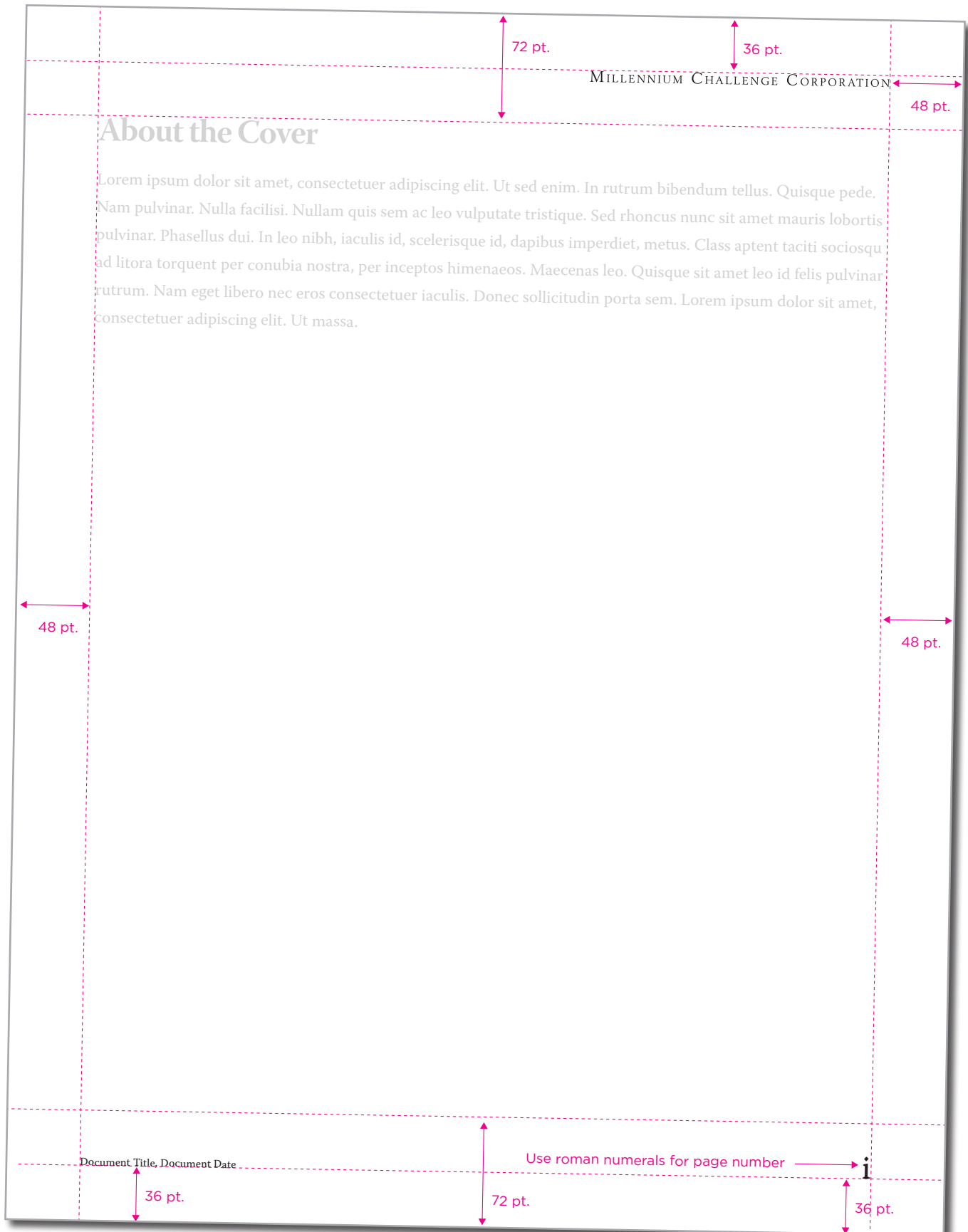


Table of Contents pages

The Table of Contents page has 5 primary elements, listed alphabetically:

- ★ *Content (required)*: No other content but the table of contents should appear on this page.
 - * *Title*: The header for this page must be “Contents.”
Apply the **Heading 1** paragraph style
 - * *Text*: Tables of Contents automatically generated by either Adobe InDesign or Microsoft Word will automatically apply the appropriate paragraph styles, all of which will begin with **TOC**.
- ★ *Footer (required)*
 - * *Document Title and Date*: The document title and date is set in Warnock Pro Caption at 7.2 point on 10.8 point leading with 0 point tracking, placed 48 points from the inside edge of the page and 36 points from the bottom of the page.
 - * *Page Number*: The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 48 points from the outside edge of the page and 36 points from the bottom of the page.
- ★ *Header (required)*: “Millennium Challenge Corporation” set in Berling Small Capitals at 10 point on 12 point leading with 150 point tracking, placed 36 points from the top of the page and 48 points from the outer margin of the page.
- ★ *Images (required)*: No images are to appear on this page.
- ★ *Margins (required)*:
 - * Left and Right margins: 48 points
 - * Top and Bottom margins: 72 points

The following page shows a sample “Contents” page.

The diagram illustrates the layout of a book page with the following elements and dimensions:

- Header:**
 - Company Name: MILLENNIUM CHALLENGE CORPORATION (48 pt. wide)
 - Header Height: 36 pt.
- Table of Contents:**
 - Title: Contents (72 pt. high)
 - Items:
 - Lorem ipsum dolor sit amet..... ii
 - consectetuer adipiscing elit..... 00
 - Ut sed enim 00
 - In rutrum bibendum tellus..... 00
 - Quisque pede 00
- Footer:**
 - Document Title, Document Date (36 pt. high)
 - Page Number: i (36 pt. high)
 - Page Number Instruction: Use roman numerals for page number (36 pt. high)
 - Footer Height: 72 pt.
- Margins:**
 - Left Margin: 48 pt.
 - Right Margin: 48 pt.

Table of Charts or Table of Figures pages

The Table of Charts or Table of Figures pages have 5 primary elements, listed alphabetically:

- ★ *Content (required)*: No other content but the table of charts or table of figures should appear on this page.
 - * *Title*: The header for this page must be either “Table of Charts” or “Table of Figures.”
Apply the **Heading 1** paragraph style
 - * *Text*: Tables such as these automatically generated by either Adobe InDesign or Microsoft Word will automatically apply the appropriate paragraph styles, all of which will begin with **TOC**.
- ★ *Footer (required)*
 - * *Document Title and Date*: The document title and date is set in Warnock Pro Caption at 7.2 point on 10.8 point leading with 0 point tracking, placed 48 points from the inside edge of the page and 36 points from the bottom of the page.
 - * *Page Number*: The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 48 points from the outside edge of the page and 36 points from the bottom of the page.
- ★ *Header (required)*: “Millennium Challenge Corporation” set in Berling Small Capitals at 10 point on 12 point leading with 150 point tracking, placed 36 points from the top of the page and 48 points from the outer margin of the page.
- ★ *Images (required)*: No images are to appear on this page.
- ★ *Margins (required)*:
 - * Left and Right margins: 48 points
 - * Top and Bottom margins: 72 points

The following page shows a sample “Table of Charts” page.

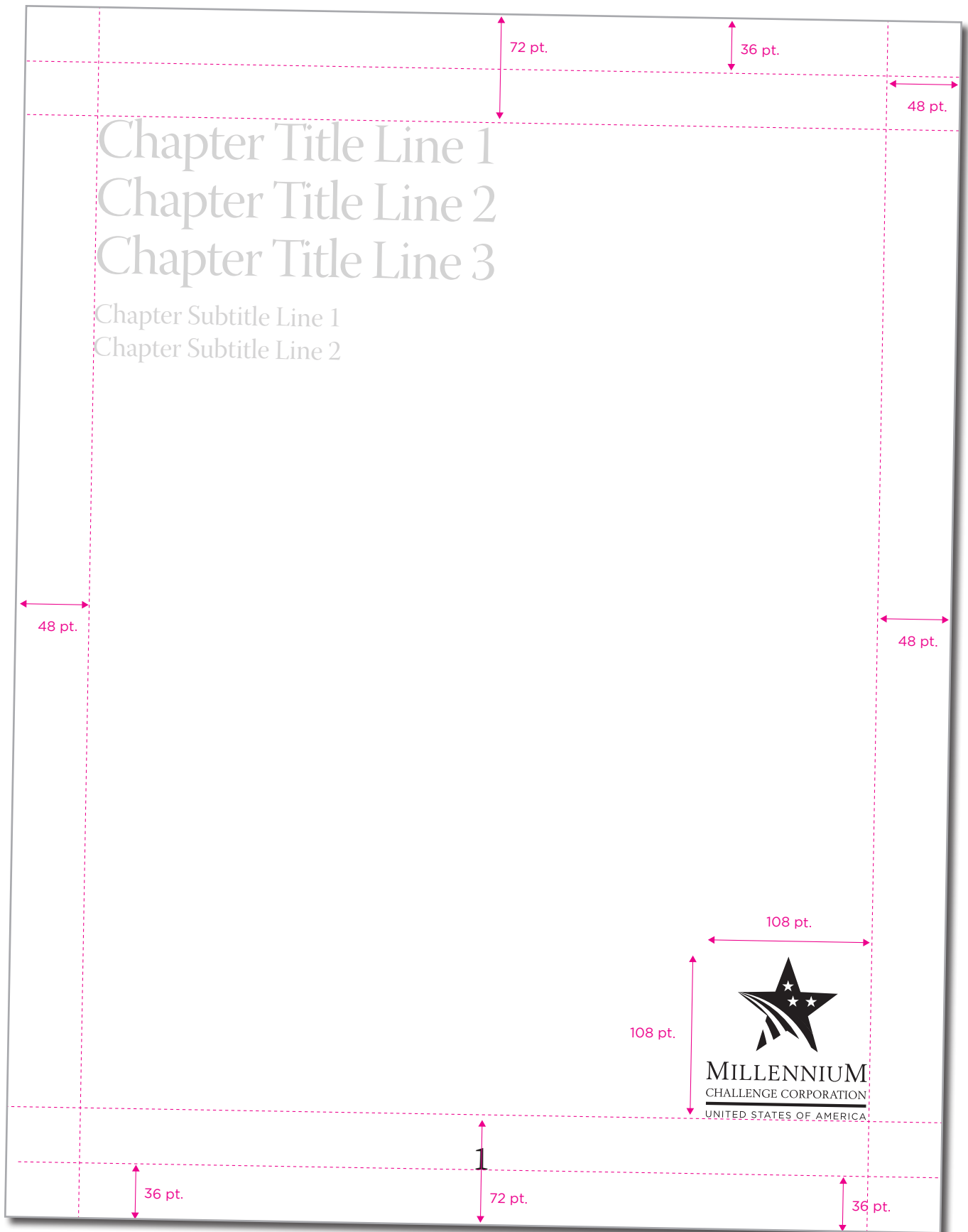
Content Pages

Chapter Cover pages

The Chapter Cover pages have 5 primary elements, listed alphabetically:

- ★ *Content (required)*: No other content but the chapter title and chapter subtitle should appear on this page.
 - * *Title*: Chapter titles must not exceed three lines. Apply the **Chapter Title** paragraph style.
 - * *Subtitle*: Chapter subtitles must not exceed two lines. Apply the **Chapter Subtitle** paragraph style.
 - * *Text*: No other text should appear on this page.
- ★ *Footer (required)*
 - * *Page Number*: The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 36 points from the bottom of the page and horizontally centered.
- ★ *Header (required)*: No header is to appear on this page.
- ★ *Images (required)*: No images are to appear on this page.
- ★ *Margins (required)*:
 - * Left and Right margins: 48 points
 - * Top and Bottom margins: 72 points

The following page shows a sample chapter cover page.



Regular Margins

The Content pages with regular margins have 3 primary elements, listed alphabetically:

★ *Footer (required)*

* *Document Title and Date:* The document title and date is set in Warnock Pro Caption at 7.2 point on 10.8 point leading with 0 point tracking, placed 48 points from the inside edge of the page and 36 points from the bottom of the page.

* *Page Number:* The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 48 points from the outside edge of the page and 36 points from the bottom of the page.

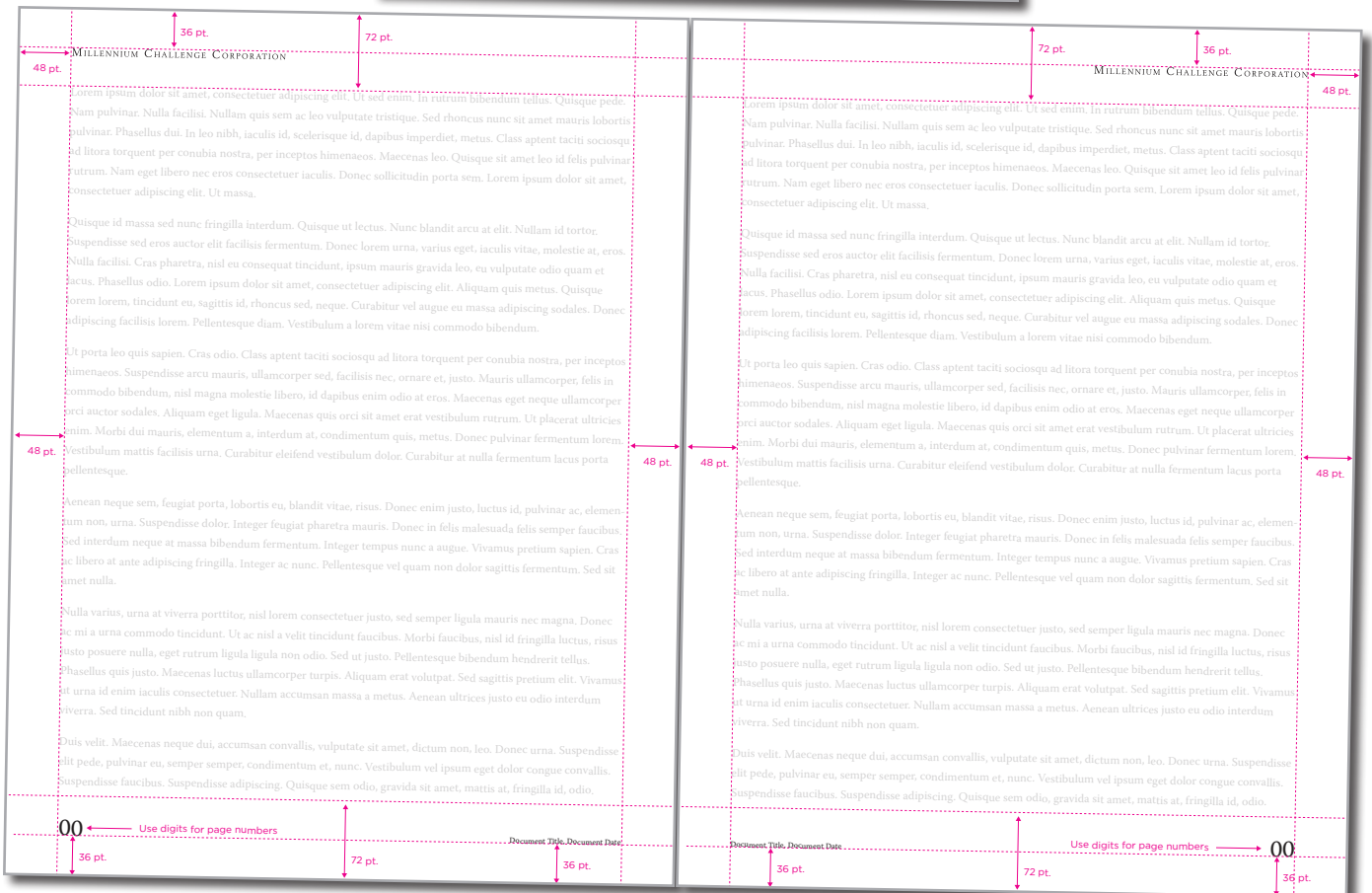
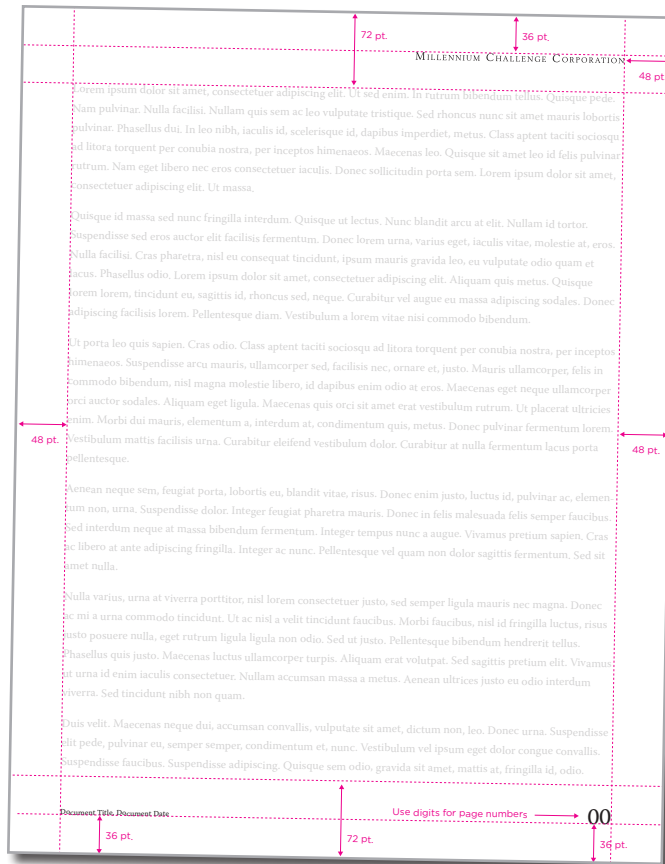
★ *Header (required):* “Millennium Challenge Corporation” set in Berling Small Capitals at 10 point on 12 point leading with 150 point tracking, placed 36 points from the top of the page and 48 points from the outer margin of the page.

★ *Margins (required):*

* Left and Right margins: 48 points

* Top and Bottom margins: 72 points

The following page shows a sample pages with regular margins.



Wide Margins

The Content pages with wide margins have 3 primary elements, listed alphabetically:

★ *Footer (required)*

- * *Document Title and Date:* The document title and date is set in Warnock Pro Caption at 7.2 point on 10.8 point leading with 0 point tracking, placed 48 points from the inside edge of the page and 36 points from the bottom of the page.
- * *Page Number:* The document page number is set in Warnock Pro Caption at 21.6 point on 36 point leading with 0 point tracking *using Roman numerals*, placed 48 points from the outside edge of the page and 36 points from the bottom of the page.

★ *Header (required):* “Millennium Challenge Corporation” set in Berling Small Capitals at 10 point on 12 point leading with 150 point tracking, placed 36 points from the top of the page and 48 points from the outer margin of the page.

★ *Margins (required):*

- * Inside margins: 48 points
- * Outside margins: 171 points
- * Top and Bottom margins: 72 points

The following page shows a sample pages with wide margins.

